

Credential Application

Remit to:
State of Wisconsin
Department of Commerce-Credentialing
P.O. Box 78780
Milwaukee WI 53293-0780
Phone (608) 261-8500
TDD #: (608) 264-8777
7:45 a.m. - 4:30 p.m.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU:**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. Please use a color of ink other than black. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. **Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.**

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	
If Available, Internet Address:	

AUTOMATIC FIRE SPRINKLER CONTRACTOR-MAINTENANCE REGISTRATION

Application and Exam Fee (nonrefundable): \$75.00 **class code 7630**

Make checks payable to: Department of Commerce. The fee consists of a \$25 application fee and an exam fee of \$50. When the exam is passed, the applicant will be asked to pay a \$200 credential fee which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 2 years from June 30th. Office location: 201 W. Washington Ave, Madison. Mailing address: PO Box 7082, Madison, WI 53707.

Reason for Credential: Pursuant to ss. 145.15 (4), 145.165 and 145.175, Stats., no person may install, maintain or repair automatic fire sprinkler systems unless the persons holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, or a registered automatic fire sprinkler fitter-maintenance. No credential is required if a person is

repairing, replacing or maintaining electrical supervisory devices for existing automatic fire sprinkler systems.

No person may conduct the annual activities relative to inspection and testing of an existing automatic fire sprinkler system and components as required by ch. Comm 14 unless the person holds a credential issued by the department as a licensed automatic fire sprinkler contractor, a licensed journeyman sprinkler fitter, a registered automatic fire sprinkler system apprentice, a registered automatic fire sprinkler contractor-maintenance, a registered automatic fire sprinkler fitter-maintenance or a registered automatic fire sprinkler system tester.

Requirements of Credential: Pursuant to s. 145.175, Stats., the activities under s. Comm 5.50 that may be undertaken by a person who holds a credential as a registered automatic fire sprinkler contractor-maintenance shall be:

- Performed only within the facilities or properties of the business establishment where the person is employed; and
- Limited to modifying or extending an existing automatic fire sprinkler system by no more than 15 sprinklers per project.
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A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Examination: In order to obtain the credential the applicant must obtain a score of at least 70% on an examination. The exam will cover information contained in chapters Comm 5 and 82.41, Wisconsin Administrative Code; NFPA standards 13 (2002 edition) 14 (2001 edition), and 25 (2002 edition) of the National Fire Protection Association. This exam is open book. Copies of current Wisconsin Administrative Code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253. NFPA standards may be ordered from the National Fire Protection Association @ (800) 344-3555. The list of adopted NFPA standards is found in Comm Table 51.25-17.

To schedule an exam:

- In the table below circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:	This is a 2-hour exam and will be scheduled for the p.m.		
Circle the exam location of your choice below. Then below the location, circle the day you would prefer to take the exam.			
2006 Exam Schedule-Soil Testers at Every Site			
GREEN BAY <i>Howard Johnson Inn 2580 S Ashland Ave 920-499-5121</i>	BLACK RIVER FALLS <i>Holiday Inn Express Hotel W10170 Hwy 54 E 715-284-0888</i>	PEWAUKEE <i>Waukesha County Technical College WCTC 800 Main St 262-695-3474</i>	HAYWARD <i>Hayward Inn & Suites 10290 Hwy 27 S (715) 634-4100</i>
August 15		August 1	
	September 19	September 13	
October 10		October 3	October 18
	November 14	November 7	
		December 5	

Day phone number:

2007 Exam Schedule-Soil Testers at Every Site				
GREEN BAY <i>Regency Suites Hotel</i> 333 Main St 920-432-4555 Wednesdays	MADISON <i>Radisson Hotel</i> 517 Grand Canyon Dr. 608-833-0100 Tuesdays	BLACK RIVER FALLS <i>Holiday Inn Express Hotel</i> W10170 Hwy 54 E 715-284-0888 Wednesdays	PEWAUKEE <i>Waukesha County Technical College WCTC</i> 800 Main St 262-695-3474 Wednesdays	HAYWARD <i>Hayward Inn & Suites</i> 10290 Hwy 27 S 715-634-4100 Wednesdays
		January 10	January 17	
February 21		February 7	February 14	
		March 7	March 14	
April 11	April 24	April 4		April 18
		May 9	May 16	
June 6		June 13	June 20	
		July 11	July 18	
August 8	August 21	August 15		
		September 12	September 19	
October 3		October 10	October 17	October 24
		November 7	November 14	
	December 11			

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

Education Hours Required to Renew: The renewal of a license as an automatic fire sprinkler contractor-maintenance shall be contingent upon the person obtaining at least 6 hours of acceptable continuing education by March 31 of the year their credential expires. A person who holds a license as an automatic fire sprinkler contractor-maintenance may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.